

Genetic Resources Information Center

# Integrated Reporting Service User Manual v2.0

**Web Link** <https://www.abs.go.kr>

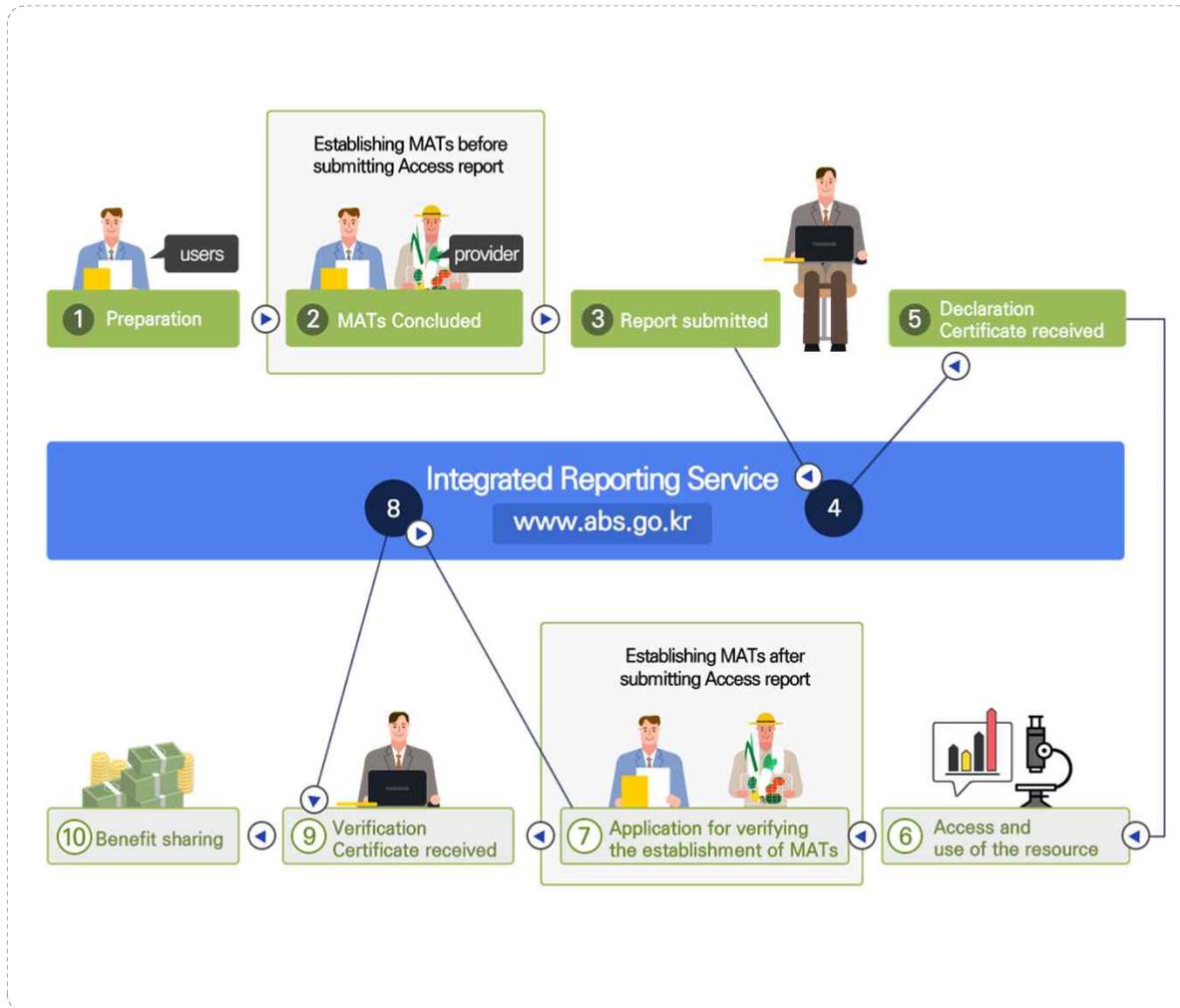


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# Overview of Access and Benefit Sharing process



- 1 **Preparation** : User identifies type, quantity, purpose, and provider of genetic resources
- 2 **MATs(Mutually Agreed Terms) Concluded** : User concludes a written contract with the provider for fair benefit sharing of the resources
- 3 **Report submitted** : User submits the access report via online Integrated Reporting Service (with a copy of MATs, a copy of passport and fee receipt)
- 4 **Report reviewed** : the CNA(Competent National Authority) reviews the submitted report, send modification request (if needed), and issue a declaration certificate (within 30 days from the receipt of the report)
- 5 **Declaration Certificate received** : User receives the declaration certificate issued by the CNA
- 6 **Access and use of the resource** : User accesses and uses the genetic resources pursuant to the certificate and MATs
- 7 **Application for verifying the establishment of MATs** : If MATs are established after the declaration certificate was issued, user submits the application form via online Integrated Reporting Service
- 8 **Application confirmed** : the Competent National Authority receives the submitted application and issues the verification certificate
- 9 **Verification Certificate received** : User receives the verification certificate issued by the CNA
- 10 **Benefit sharing** : User shares benefits with the provider pursuant to the MATs



# 1. Overview of Integrated Reporting Service



# 1. Overview of Integrated Reporting Service

**Overview of our homepage**

The screenshot shows the homepage of the ABSCH Genetic Resources Information Center. The page is titled "Integrated Reporting Service" and includes a navigation menu with "ABS in Korea", "Integrated Reporting Service", and "About us". A "Guide" section is highlighted with a red box and a callout "Guide". Below it, there are three main service categories: "Report access to Korean genetic resources", "Report procedural compliance for foreign genetic resources", and "Simulation of Online Reporting Process". A red callout "report access" points to the first category. The "Report access to Korean genetic resources" category is further detailed with a list of sub-services: "Report access", "Report changes", "Confirm MAT", and "Report compliance". A red callout "select the language" points to the language selection icon in the top right, and another red callout "Log in, Create account, Find User ID/password" points to the login and account creation icons.

**select the language**

**Log in, Create account, Find User ID/password**

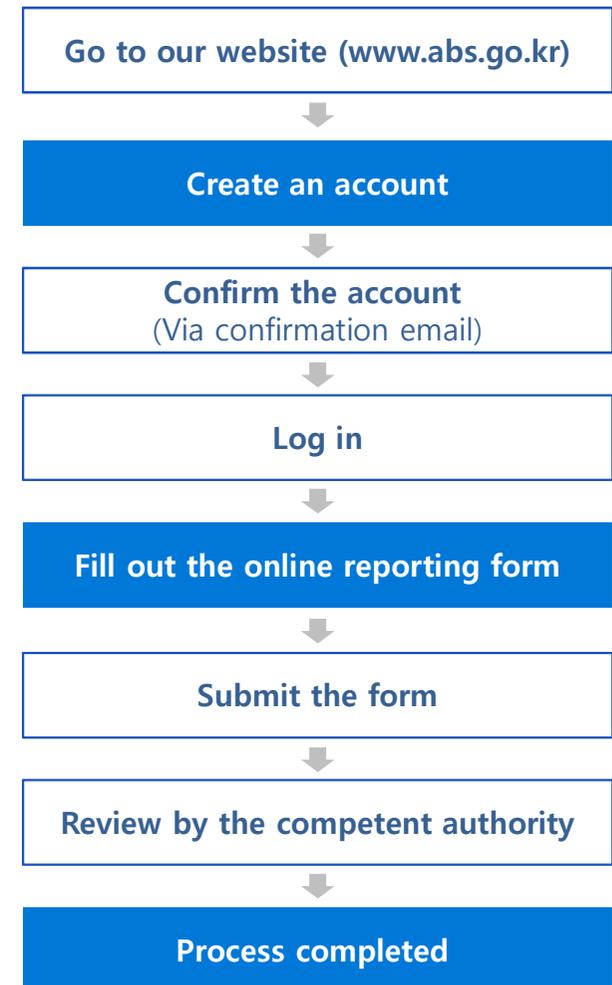
**Guide**

- Report access to Korean genetic resources
  - Report access
  - Report changes
  - Confirm MAT
  - Report compliance
- Report procedural compliance for foreign genetic resources

**report access**

**Integrated Reporting Service**

Report access to Korean genetic resources	Application to confirm conclusion of mutually agreed terms	Simulation of Online Reporting Process
Report changes in access to Korean genetic resources	Report procedural compliance for foreign genetic resources	Website user guide



## ✓ What you need before you start

### 1 Report Access

- ID document (Passport, Corporate Register Certificate etc.)
- A copy of mutually agreed terms (if concluded)
- Electronic Revenue Stamp 10,000 KRW

### 3 Confirm MAT

- A copy of Mutually Agreed Terms
- No Charge

### 2 Report Changes

- Original Declaration Certificate for Access to Korean Genetic Resources (mail submission)
- Electronic Revenue Stamp 5,000 KRW

### 4 Report Compliance

- ID document (only if unverifiable through administrative records)
- A document approved by the provider country for access to genetic resources
- A copy of Mutually Agreed Terms (if concluded)
- No Charge

※ For **detailed information**, please **refer** corresponding page of user manual.



## 2. Create an account



## 2. Create an account (Consent to Terms of Use)

The screenshot shows the 'Terms of Use' page with three sections: 'Terms of Use', 'Privacy Policy', and 'Personal data consent (required)'. Each section has an 'I agree and submit' checkbox. A table in the 'Personal data consent' section lists data processors. A callout '4' points to an 'I agree' button at the bottom.

Personal data processed	For Email service	For SMS service
The third party (Data processor)	humusOn	SK BROADBAND TELECOM

### ✓ Consent to Terms of Use

- 1 Read the Terms of Use and tick the "I agree" box.
- 2 Read the Privacy Policy and tick the "I agree" box.
- 3 Read the Personal data consent and tick the "I agree" box.
- 4 Click the "I agree" button.



You need to accept all of the terms to use our website service.

## 2. Create an account (Fill in form)

### Create account

---

information input

Name	Last name	First Name
ID	<input type="text"/>	<input type="button" value="Check Availability"/>
Password	<input type="password"/>	
Confirm Password	<input type="password"/>	
Country	Select Country ▼	
Affiliation	Affiliation/Department	
Contact information	Select Number ▼	<input type="text"/>
Phone number	<input type="text"/>	
Address	<input type="text"/>	
Address details	<input type="text"/>	
E-mail	<input type="text"/> @ <input type="text"/>	Direct input ▼
Alternate E-mail	<input type="text"/> @ <input type="text"/>	Direct input ▼

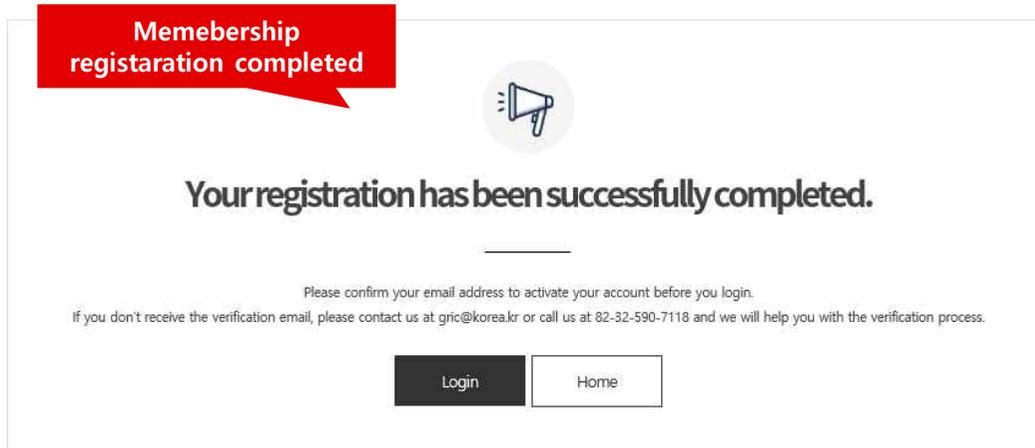
### ✓ Contact information

- 1 Enter the following information
  - **Name** : Last / First name
  - **User ID**
  - **Password**
  - **Confirm password**
  - **Country**: Nationality
  - **Affiliation** : Affiliation/Department
  - **Telephone number** : Country code and telephone number (Make sure the number is correct so that you receive important messages on your submitted report)
  - **Phone number**: mobile number
  - **Address**
  - **Email address**
  - **Alternate email**: Confirmation emails can be blocked when you use business email with corporate domain based on your ISP. It is recommended to use personal email address (ex: gmail) to increase email deliverability.
- 2 Click the "Create account" button.

## 2. Create an account (Confirm your Email)

### ✓ Membership registration

- 1 Click the "Confirmation process" button below to complete the confirmation process.



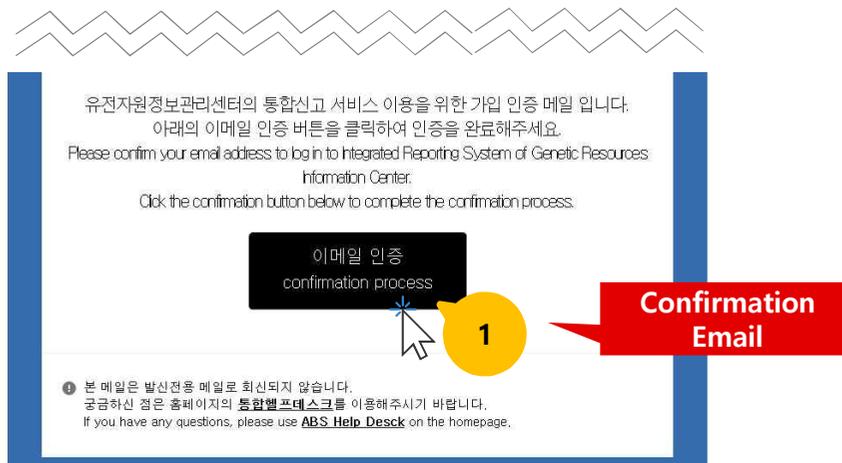
**Membership registration completed**



### Your registration has been successfully completed.

Please confirm your email address to activate your account before you login.  
If you don't receive the verification email, please contact us at gric@korea.kr or call us at 82-32-590-7118 and we will help you with the verification process.

Login Home



유전자원정보관리센터의 통합신고 서비스 이용을 위한 가입 인증 메일입니다.  
아래의 이메일 인증 버튼을 클릭하여 인증을 완료해주세요.  
Please confirm your email address to login to Integrated Reporting System of Genetic Resources Information Center.  
Click the confirmation button below to complete the confirmation process.

**이메일 인증 confirmation process**

**1**

**Confirmation Email**

본 메일은 발신전용 메일로 회신되지 않습니다.  
궁금하신 점은 홈페이지의 [통합일프데스크](#)를 이용해 주시기 바랍니다.  
If you have any questions, please use [ABS Help Desck](#) on the homepage.

**Confirm your email address to log in to Integrated Reporting Service of Genetic Resources Information Center.**



웹 페이지 메시지

 회원 인증처리가 완료되었습니다. / Registration successfully completed.

확인

 **You have to confirm your email address to activate your account.**

If you do not receive a confirmation email, please check your spam folder. Also, please verify that you entered a valid email address in our sign-up form. If you need assistance, please contact gric@korea.kr

## 2. Create an account (Find User ID/Password)

### ✓ If you forgot your User ID/Password

- 1 Enter your Last/First name and Email address, and then click the "Search" button.
- 2 Enter your User ID and Email address, and then click the "Search" button.

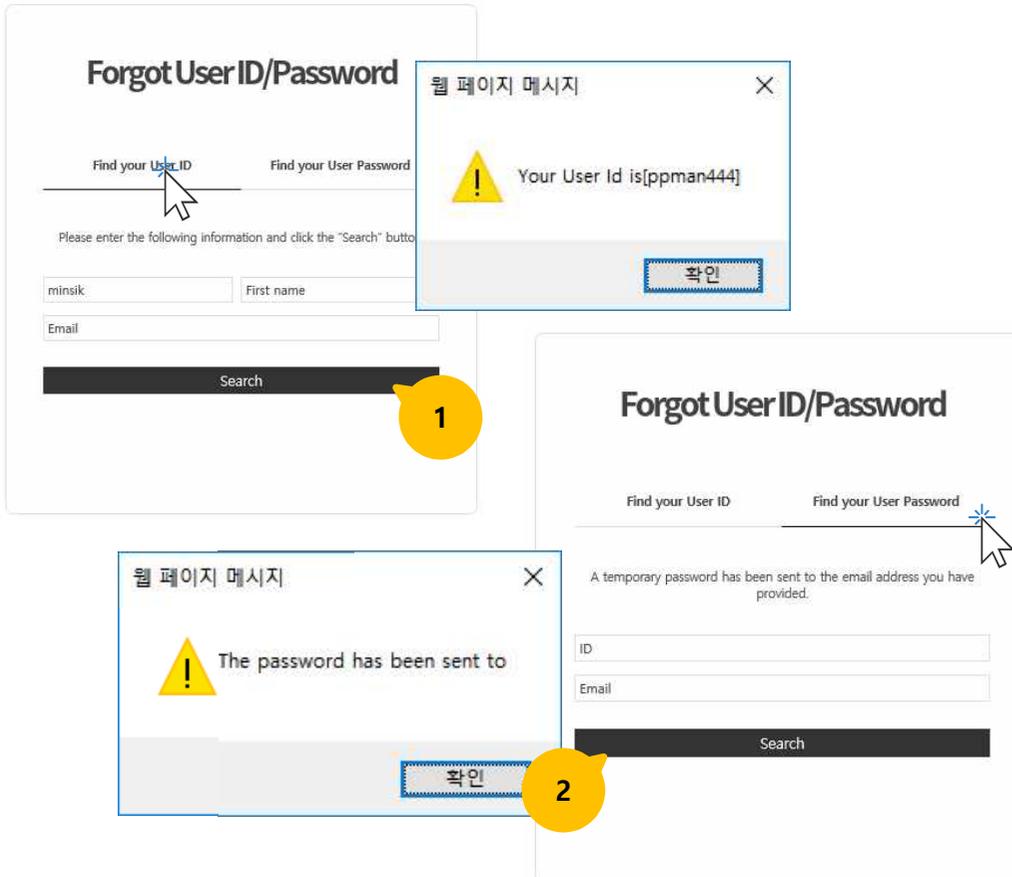
(Temporary password will be sent to your email. If you do not receive a email, please contact [gric@korea.kr](mailto:gric@korea.kr) )

Please change the temporary password after you log in.



#### Find User ID/Password

You can search for your User ID or reset your password on this page.



**Forgot User ID/Password**

Find your User ID      Find your User Password

Please enter the following information and click the "Search" button

minsik      First name

Email

Search

1

웹 페이지 메시지

! Your User Id is[ppman444]

확인

**Forgot User ID/Password**

Find your User ID      Find your User Password

A temporary password has been sent to the email address you have provided.

ID

Email

Search

2

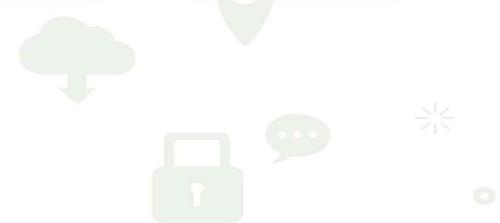
웹 페이지 메시지

! The password has been sent to

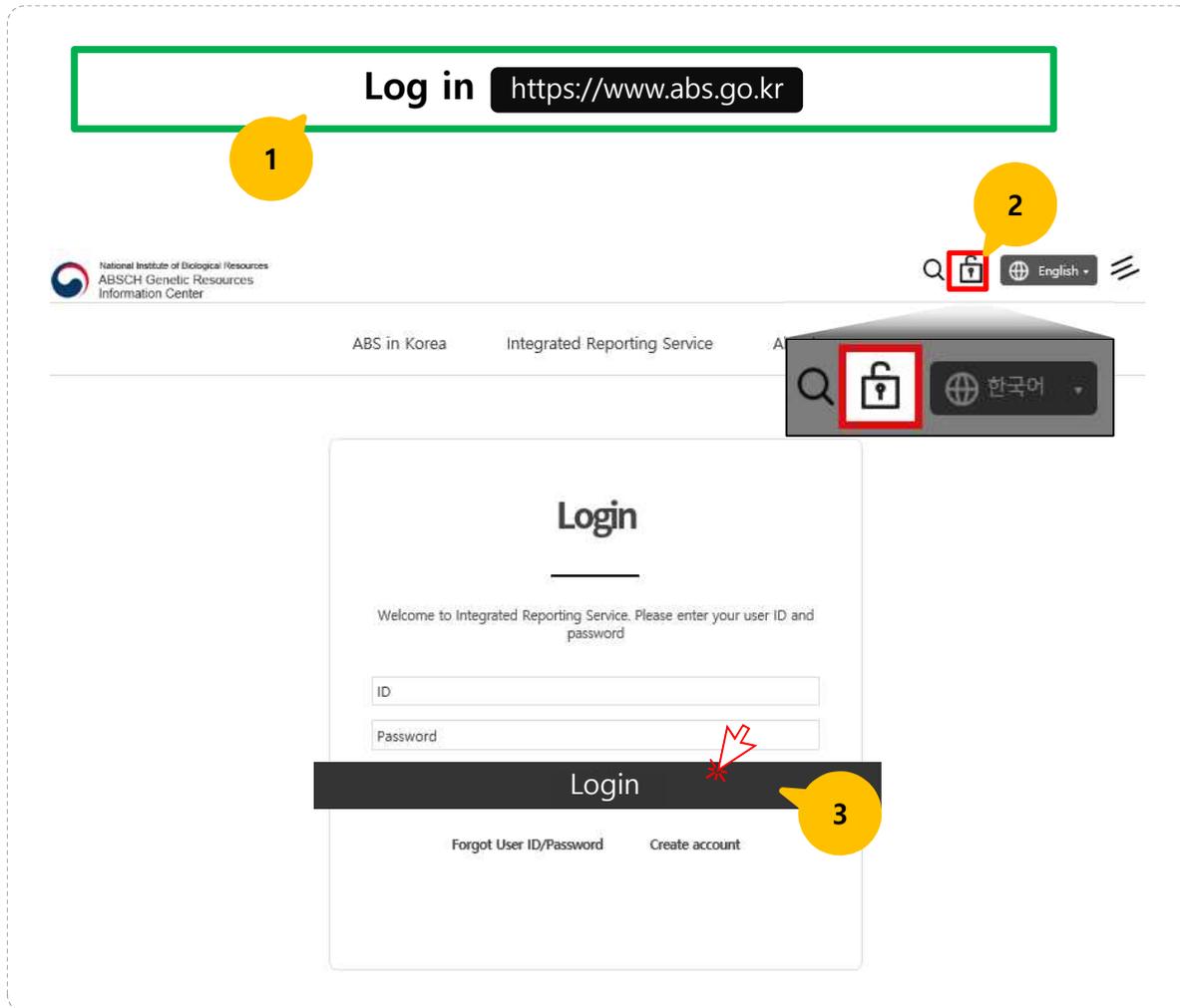
확인



# 3. Log in



### 3. Log in



1 Access to GRIC website `https://www.abs.go.kr`

2 Click the  "Log in" button at the top.

3 Enter User ID and Password, and Click the 



# 4. How to report



## 4. How to report

### 4-1. Report access to Korean genetic resources (Select Competent National Authority)

Selection of Competent National Authority > Applicant > Provider of Genetic Resources > Access and utilization > Mutually agreed term > About the fee payment > Submission > Submission completed

**Reporting process icons  
(You can freely click any icons in this bar.)**

● Selection of Competent National Authority

 Ministry of Environment	<input type="radio"/> National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<input type="button" value="Law"/> <input type="button" value="Search"/>
 Ministry of Agriculture, Food and Rural Affairs	<input type="radio"/> Rural Development Administration <input type="radio"/> Korea Forest Service <input type="radio"/> Animal and Plant Quarantine Agency	In accordance with Act on the Preservation, Management and Use of Agro-Fishery Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<input type="button" value="Law"/> <input type="button" value="Search"/>
 Ministry of Health and Welfare	<input type="radio"/> Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>
 Ministry of Oceans and Fisheries	<input type="radio"/> National Institute of Fisheries Science <input type="radio"/> National Marine Biodiversity institute of Korea	In accordance with Act on Securing, Management, Use, etc. of Marine and Fisheries Bio-Resources: Fisheries bio-resources, Marine bio-resources	<input type="button" value="Law"/> <input type="button" value="Search"/>
 Ministry of Science and ICT	<input type="radio"/> Korea Research Institute of Bioscience & Biotechnology	Biological research resources pursuant to the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>

**1**

**Save and Next page**

#### 1 Select the Competent National Authority (CNA)

- Select one CNA to report your access to Korean genetic resources.

※ The selected CNA can be changed by the Administrator, if needed.



#### Having a trouble with selecting CNA?

If you are not sure about which CAN to select, please feel free to contact gric@korea.kr

## 4. How to report

### 4-1. Report access to Korean genetic resources (Reporting person)



#### Applicant

Applicant  Individual  Company

Name  Affiliation

Date of birth  Phone number

Email  @  Direct input

Address (place of business) Zip code  Address

Floor / unit number  Detail address

#### 1 Enter the reporting person's information.

- Please enter other information after select Individual/Company field.

**A Declaration Certificate for Access to Korean Genetic Resources will be sent to the address you entered in this form. Take note that Competent National Authorities are not responsible for any delivery problems (delay, loss, delivery to wrong address, etc.) or disadvantages caused by delivery problems.**

## 4. How to report

### 4-1. Report access to Korean genetic resources (Reporting person)

**Consent to sharing administrative records**

- I hereby agree that officers in charge of reporting may verify the matters above with the head of the relative Competent National Authority through the sharing of administrative records pursuant to Article 36 (1) of the Electronic Government Act
- ※ If the reporting person does not consent to the above, the person must submit the relevant document(s) directly

agree  disagree

Applicant:

**Consent to disclosure of information**

- The purpose of this consent to disclosure of information is the implementation of Article 14 of the Nagoya Protocol through the sharing of information between government agencies in relation to the reporting process.
- Please check the boxes below to indicate whether you agree or do not agree to the sharing of each of the following items between government agencies in relation to the reporting process.

I agree (I have read and agree to the terms)

Category	Reporting person/Applicant	Provider of Genetic Resources
Name	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Identification number	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Contact information	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Address	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Name of genetic resource	<input type="radio"/> agree <input type="radio"/> disagree	
Quantity or Concentration	<input type="radio"/> agree <input type="radio"/> disagree	
Purpose of access	<input type="radio"/> agree <input type="radio"/> disagree	

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Applicant:

**Save and Next page**

- 1 Foreign nationals, overseas Koreans, representatives of foreign institutions who are not registered in Korea, tick the "I disagree" box and attach relevant document.
- 2 Korean, registered foreign nationals and foreign institution, tick "I agree" and sign your electronic signature to consent to Sharing Administrative Information.
- 3 Tick the "I have read and agree to the terms" to consent to Disclosure of Information.
- 4 You can tick the boxes by category.
- 5 Sign your electronic signature to consent to Disclosure of Information.



#### When you disagree with Consent to Sharing Administrative Information

When you click "I disagree", an attachment field will be activated for you to attach the relevant documents\* )

\* Resident(alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals), corporate registration certificate(for company) etc.

## 4. How to report

### 4-1. Report access to Korean genetic resources (Provider of genetic resources)

The screenshot shows a multi-step reporting process. The current step is 'Provider of Genetic Resources', which is highlighted in purple. A yellow callout bubble with the number '1' is positioned over the form title. The form includes the following fields:

- Applicant:  Individual  Company
- Name:
- Affiliation:
- Date of birth:
- Phone number:  (with a 'Select Number' dropdown menu)
- Email:  @  (with a 'Direct input' dropdown menu)
- Address (place of business):
- Floor / unit number:

At the bottom right, there are two buttons: 'Save' and 'Next page'. A red arrow points from the text 'Save and Next page' to the 'Save' button. A warning icon (exclamation mark in a circle with a plus sign) is located above the 'Save' button.

#### 1 Enter the information on the provider of genetic resources.

- Select Individual/Company field before you enter information.



You can save the draft by clicking "Save" button below.

## 4. How to report

### 4-1. Report access to Korean genetic resources (Access and Utilization)



#### Access and utilization

- In the section "Name of genetic resource," please state the name of the genetic resource along with the scientific and common names of the relevant species. If no name exists for a certain genetic resource, please state only the scientific and common names of the species.
- In the section "Quantity or concentration," please state the quantity or concentration of the genetic resource you wish to access. If you wish to access traditional knowledge, check the box "Traditional knowledge."
- Multiple boxes may be checked in the sections "Methods of access," "Purpose of access," "Purpose of utilization," "Countries seeking to utilize relevant resources," "Method of utilization" and "Content of Mutually Agreed Terms."
- If the relevant genetic resource is accessed through a third party (i.e., a procurement agent or entity other than the provider), information about the third party should be entered in the section "Methods of access." If the third party is a company, please state the name of the company and the name of its representative.
- In the section "Method of utilization," briefly describe the technology applied to the resource, including biological engineering technology, etc.

1

Name of the genetic resources  Scientific name  / common name  / Name of the

Quantity or concentration   
 Traditional knowledge

Methods of access  Purchase  Endowment or Exchange  Gene bank or seed bank, etc.  Collection  
 Access to genetic resources through third party  Other (  )

Purpose of access  Commercial  Non-commercial  
Purpose of utilization  Pharmaceutical  Cosmetic  
 Horticulture  Other

Countries seeking to utilize relevant resources   
Period of utilization  ~

Method of utilization

2

- 1 Enter information on Access and Utilization.
- 2 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page. ↓

**Delete** : This button is to delete the bottom field you activated to add other resources.

**!** If you access to more than one Korean genetic resources, you can report those resources by clicking "Add other genetic resources and utilization cases" button.

## 4. How to report

### 4-1. Report access to Korean genetic resources (Mutually Agreed Terms)

Selection of Competent National Authority > Applicant > Provider of Genetic Resources > Access and utilization > **Mutually agreed terms** > About the fee payment > Submission > Submission completed

#### Mutually agreed terms

Have Mutually Agreed Terms been concluded?  Yes  No **When you click "Yes"**

Mutually agreed terms

- Monetary benefit-sharing
- Non-monetary benefit-sharing
- Conditions for later use by a third party
- Conditions for changes in use
- Conditions for reporting or information-sharing between provider and user
- Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)
- Other (  )

Copy of Mutually Agreed Terms (if applicable)   **1**

\* Please submit the file in the PDF or JPG file.

Have Mutually Agreed Terms been concluded?  Yes  No **When you click "No"**

If not, reasons for Not Concluding  **2**

#### 1 When you click "Yes"

- Tick the appropriate boxes and attach a copy of Mutually Agreed Terms (MATs)

#### 2 When you click "No"

- Enter the reasons for not concluding MATs.



Fields will be activated differently depending on your answers for "Have Mutually Agreed Terms been concluded".

## 4. How to report

### 4-1. Report access to Korean genetic resources (Fee payment)



#### About the fee payment

Any person intending to report access to Korean genetic resources shall pay a fee (KRW 10,000) in accordance with Article 22 of the Act on Access to and Utilization of Genetic Resources and Benefit-Sharing, and Article 6 of the Enforcement Rule thereof. You can pay using electronic revenue stamps issued by the Ministry of Strategy and Finance. To pay, please visit the website for electronic revenue stamps ([www.edoc-revenuestamp.or.kr](http://www.edoc-revenuestamp.or.kr)). After purchasing a stamp, please attach the scanned receipt or screen-captured payment certificate (PDF format).

#### Payment of fee

(Online) the official website of Electronic Revenue Stamps ([www.edoc-revenuestamp.or.kr](http://www.edoc-revenuestamp.or.kr))

- Non-member service or Sign-in (via Accredited Certificate, I-Pin) on the website
- Payment methods
  - Account transfer (KB Bank, Shinhan Bank, etc)
  - Credit cards (BC Card, Samsung Card, etc)
- Click the "Administrative fee(행정수수료)" button after you select "Electronic revenue stamp for documents"

[Go to the website of Electronic Revenue Stamps]

[A guide to purchase of electronic revenue stamp]

2

Attach the electronic revenue stamp and paper documents

찾아보기...

3

Save and Next page

Save

Next page



- 1 Click the link to the official website of Electronic Revenue Stamps.
- 2 You can refer to "A guide to purchase electronic revenue stamps" (PDF)
- 3 Attach the scanned receipt or documents verify your payment.



The fee is 10,000 KRW.  
It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp.

## 4. How to report

### 4-1. Report access to Korean genetic resources (Submission)

Selection of Competent National Authority > Applicant > Provider of Genetic Resources > Access and utilization > Mutually agreed terms > About the fee payment > **Submission** > Submission completed

Mutually agreed terms

- Monetary benefit-sharing
- Non-monetary benefit-sharing
- Conditions for later use by a third party
- Conditions for changes in use
- Conditions for reporting or information-sharing between provider and user
- Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)
- Other ( )

Copy of Mutually Agreed Terms (if applicable)

• Please submit the file in the PDF or .JPG file.

About the fee payment

Attach the receipt of an electronic revenue stamp for paper documents

Submit

1

2

3

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.

You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage.

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Select National Checkpoint)

Selection of National Checkpoints >
Applicant >
Provider of Genetic Resources >
Prior informed consent >
Access and utilization >
Submission >
Submission completed

Reporting process icons  
(You can freely click any icons in this bar.)

Selection of National Checkpoints

<p><b>Ministry of Environment</b></p>	<input type="radio"/> National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<input type="button" value="Law"/> <input type="button" value="Search"/>
<p><b>Ministry of Agriculture, Food and Rural Affairs</b></p>	<input type="radio"/> Rural Development Administration <input type="radio"/> Korea Forest Service <input type="radio"/> Animal and Plant Quarantine Agency	In accordance with Act on the Preservation, Management and Use of Agro-Fishery Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<input type="button" value="Law"/> <input type="button" value="Search"/>
<p><b>Ministry of Trade, Industry and Energy</b></p>	<input type="radio"/> Korea Biosafety Clearing House	Biological research resources in accordance with the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>
<p><b>Ministry of Health and Welfare</b></p>	<input type="radio"/> Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>
<p><b>Ministry of Oceans and Fisheries</b></p>	<input type="radio"/> National Institute of Fisheries Science <input type="radio"/> National Marine Biodiversity Institute of Korea	In accordance with Act on Securing, Management, Use, etc. of Marine and Fisheries Bio-Resources: Fisheries bio-resources, Marine bio-resources	<input type="button" value="Law"/> <input type="button" value="Search"/>
<p><b>Ministry of Science and ICT</b></p>	<input type="radio"/> Korea Research Institute of Bioscience & Biotechnology	Biological research resources pursuant to the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>

Save and Next page

#### 1 Select the National Checkpoint(CP)

- Select the National Checkpoint for procedural compliance reporting on foreign genetic resources.

**The selected Checkpoint can be changed by Administrator if needed.**

#### Having a trouble with selecting CP?

If you are not sure about which CP to select, please feel free to contact [gric@korea.kr](mailto:gric@korea.kr)

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Reporting person)

Selection of National Checkpoints > **Applicant** > Provider of Genetic Resources > Prior informed consent > Access and utilization > Submission > Submission completed

Applicant

Applicant ⓘ  Individual  Company

Name ⓘ 이상준 Affiliation ⓘ

Date of birth ⓘ Phone number ⓘ Select Number ▾

Email @ Direct input ▾

Address (place of business)

Floor / unit number

#### 1 Enter reporting person's information.

- Please enter information after select Individual /Company field.  
**Please take note that there is no certificate issued after you submit Procedural Compliance Report on Accessing and Utilizing Foreign Genetic Resources.**

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Reporting person)



Consent to sharing administrative records

**Matters to be verified by the National Checkpoint**

- Business registration certificates (if applicable)
- Resident (alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals)

**Consent to sharing administrative records**

I hereby agree that officers in charge of reporting may verify the matters above with the head of the relative National Checkpoints through the sharing of administrative records pursuant to Article 36 (1) of the Electronic Government Act.

*※ If the reporting person does not consent to the above, the person must submit the relevant document(s) directly*

agree  disagree

Applicant: min Park

Consent to disclosure of information

The purpose of this consent to disclosure of information is the implementation of Article 14 of the Nagoya Protocol through the sharing of information between government agencies in relation to the reporting process.

Please check the boxes below to indicate whether you agree or do not agree to the sharing of each of the implementation of the Act on Genetic Resources (No.14533, January 17, 2017)

I do not agree to the terms

Category	Reporting person/Applicant
Name	<input type="radio"/> agree <input type="radio"/> disagree
Identification number	<input type="radio"/> agree <input type="radio"/> disagree
Contact information	<input type="radio"/> agree <input type="radio"/> disagree
Address	<input type="radio"/> agree <input type="radio"/> disagree
Name of genetic resource	<input type="radio"/> agree <input type="radio"/> disagree
Quantity or Concentration	<input type="radio"/> agree <input type="radio"/> disagree
Purpose of access	<input type="radio"/> agree <input type="radio"/> disagree

Nov 12 2019

Applicant: min Park

**Save and Next page**

- 1 Tick the "I agree" or "I disagree" box .
  - Document(s) to be submitted in case you disagree with the Consent to Sharing Administrative Information.
- 2 Sign your electronic signature to consent to Sharing Administrative Information.
- 3 Tick the "I have read and agree to the terms" to consent to Disclosure of Information.
- 4 You can tick the boxes by category.
- 5 Sign your electronic signature to consent to Disclosure of Information.

• If you disagree with the Consent to Sharing Administrative Information:  
(When you click "I disagree", an attachment field will be activated for you to attach the relevant documents\*).

\*Resident(alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals), etc.



**Electronic signature is required for Consent to Sharing Administrative Information, and Consent to Disclosure of Information.**

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Reporting person)

Selection of National Checkpoints > Applicant > **Provider of Genetic Resources** > Prior informed consent > Access and utilization > Submission > Submission completed

Provider of Genetic Resources

Applicant ?	<input checked="" type="radio"/> Individual <input type="radio"/> Company		
Name ?	<input type="text"/>	Affiliation ?	<input type="text"/>
Country	AFGHANISTAN	Phone number ?	Select Number <input type="text"/>
Email	<input type="text"/> @ <input type="text"/>	Direct input	<input type="checkbox"/>
Address (place of business)	<input type="text"/>		
Floor / unit number	<input type="text"/>		

**Save and Next page** Save Next page

- 1 Enter the information on provider of genetic resources.

Select Individual/Company field before you enter information.



You can save the draft by clicking the "Save" button below.

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Prior informed consent)

The screenshot shows a multi-step reporting process. The 'Prior informed consent' step is highlighted in purple. The form includes the following fields:

- The Country granting the Prior Informed Consent:** A dropdown menu with 'AFGHANISTAN' selected. A yellow callout '1' points to this field.
- Institution granting Prior Informed Consent:** An empty text input field.
- Consent number:** An empty text input field.
- Date of consent:** An empty text input field.
- Document demonstrating that the reporting person has been approved by the provider country for access to genetic resources:** A text area with a search button labeled '찾아보기...'. A yellow callout '2' points to this section.

At the bottom, there is a red callout box that says 'Save and Next page' pointing to the 'Save' and 'Next page' buttons.

- 
- 1 Enter information on Prior informed consent.
  - 2 Attach documents to demonstrate that you have been approved for access to genetic resource(s) from a country providing relevant genetic resource(s).



Enter information on prior informed consent from the providing country of the foreign genetic resource(s).

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Access and Utilization)

The screenshot shows a multi-step reporting process. The 'Access and utilization' step is highlighted in purple. The form includes the following sections:

- Navigation:** Selection of National Checkpoints, Applicant, Provider of Genetic Resources, Prior informed consent, **Access and utilization**, Submission, Submission completed.
- Name of the genetic resources:** Scientific name, common name, Name of the provider (with a search button).
- Quantity or concentration:** Input field and a checkbox for 'Traditional knowledge' (callout 1).
- Purpose of access:** Commercial (selected) or Non-commercial.
- Purpose of utilization:** Pharmaceutical, Cosmetic, Horticulture, Other (with an input field).
- Access and utilization section:**
  - Have Mutually Agreed Terms been concluded? (Yes/No radio buttons).
  - 상호합의조건 내용 (Mutually Agreed Terms Content):** A list of checkboxes for conditions: Monetary benefit-sharing, Non-monetary benefit-sharing, Conditions for later use by a third party, Conditions for changes in use, Conditions for reporting or information-sharing between provider and user, Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.), and Other (with an input field) (callout 2).
  - Copy of Mutually Agreed Terms (if applicable): Input field with a '찾아보기...' (Find) button (callout 3).
- Footer:** A note: '\* Please submit the file in the PDF or JPG file.' and buttons for 'Add other genetic resources and utilization cases', 'Save', and 'Next page'.

- 1 Enter information on Access and Utilization (of foreign genetic resource(s)).
- 2 Enter information on Mutually Agreed Terms (MATs)
  - If concluded, attach a copy of MATs
  - If not concluded, enter reasons for not concluding
- 3 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page.(28p)

...

**Next page**

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Access and Utilization)

The screenshot shows a multi-step reporting process. The current step is 'Access and utilization', highlighted in purple. The page contains several input fields and buttons. A red box highlights the 'Add other genetic resources and utilization cases' button, with a yellow circle '1' next to it. A red box highlights the 'Delete' button, with a yellow circle '2' next to it. A red callout bubble points to the 'Delete' button with the text 'When you click "Delete"'. A modal dialog box is open, displaying the URL 'www.abs.go.kr' and the message 'The field data at the bottom of this page will be deleted. Do you want to continue?'. The dialog has '확인' (Confirm) and '취소' (Cancel) buttons. The form fields include 'Method of utilization', 'Name of the genetic resources' (with sub-fields for scientific and common names), 'Quantity or concentration', 'Methods of access', 'Purpose of access', 'Countries seeking to utilize relevant resources' (set to 'AFGHANISTAN'), and 'Period of utilization'. At the bottom, there are buttons for 'Add other genetic resources and utilization cases', 'Save', and 'Next page'.

- 1 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page.
- 2 This button( **Delete** ) is to delete the bottom field you activated to add other resources.

## 4. How to report

### 4-2. Report Procedural compliance for foreign genetic resources (Submission)

The screenshot displays the 'Submission' step in a multi-stage process. At the top, a progress bar shows steps: Selection of National Checkpoints, Applicant, Provider of Genetic Resources, Prior informed consent, Access and utilization, **Submission**, and Submission completed. Below the progress bar, a section titled 'Have Mutually Agreed Terms been concluded?' has radio buttons for 'Yes' and 'No'. A yellow callout box with the number '1' points to a list of checkboxes under 'Mutually agreed terms', including 'Monetary benefit-sharing', 'Non-monetary benefit-sharing', 'Conditions for later use by a third party', 'Conditions for changes in use', 'Conditions for reporting or information-sharing between provider and user', 'Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)', and 'Other'. Below this is a search bar for 'Copy of Mutually Agreed Terms (if applicable)'. The main content area is titled 'Submission' and contains a declaration: 'I hereby submit this Procedural Compliance Report on Accessing and Utilizing Foreign Access to and Utilization of Genetic Resources and Benefit-Sharing, Article 6 of the Enforcement Rules thereof.' Below the declaration, the date 'Nov 12 2019' and the applicant 'min Kim' are shown. A yellow callout box with the number '2' points to a 'sign' button. A signature window is open, showing a signature and an 'Undo last stroke' button. A yellow callout box with the number '3' points to the 'Ok' button in the signature window. At the bottom right, there is a 'Submit' button.

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.

You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage .

## 4. How to report

### 4-2. Report changes in access to Korean genetic resources (Find Declaration Certificate)



#### Report changes in access to Korean genetic resources

Integrated Reporting Service > Report access to Korean genetic resources > Report changes in access to Korean genetic resources

#### Find your Declaration Certificate for Access to Korean Genetic Resources

Before you report any changes in your access to Korean genetic resources, you must first submit the original Declaration Certificate for Access to Korean Genetic Resources to the Competent National Authority by

• If you reported your access online, please enter the serial number of the Declaration Certificate below. If you reported it offline, please click "Next page" to proceed.

Find your

Total contents : 2 / Page :1/1

No	Registration number	Applicant	Institution in charge	Submission Date	Status	Note
2	KR-S1-19-D-1	min Kim	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Certificate issued	View Report changes
1		min Kim	National Institute of Biological Resources	2019-09-16	Certificate issued	View Report changes

For reporting changes, you must send your Original Declaration Certificate for Access to Korean Genetic Resources to this Institution by post.

- 1 Find your Declaration Certificate for Access to Korean Genetic Resources
- 2 View the status of the issued certificates
- 3 Report changes in access to Korean genetic resources (Click "Report Change")

Before you report any changes in your access to Korean genetic resources, you must first submit the original Declaration Certificate for Access to Korean Genetic Resources to the Competent National Authority by post.

The original Declaration Certificate is a necessary document to report changes in access to Korean genetic resources. The revised certificate will be issued and sent to you after you submit the report on changes.

#### Name of the institution

- Check the institution issuing the original certificate (The institution's address)
- Guide > Report changes > To report, you need: click the [Find office address] button.



This page is to report any changes in access to Korean genetic resources after you have received "Declaration Certificate for Access to Korean Genetic Resources".

## 4. How to report

### 4-3. Report changes in access to Korean genetic resources (Report changes)



Information on the reporting person written in the original Declaration Certificate

Serial number of Declaration Certificate for Access to Korean Genetic Resources

**Applicant**

Applicant  Individual  Company

Name (Company Representative)	gil-dong Hong	Affiliation (Company Name)	Genetic Resources information center
Date of birth (Business registration number)	20191130	Phone number	+82-1041531160
Email	hong@mail.com		
Address (place of business)	Hwangyeong-ro 42, Seo-gu, Incheon 22689		
Floor / unit number	Genetic Resources information center <small>ⓘ A Declaration Certificate for Access to Korean Genetic Resources will be sent to the address you entered in this form. The [Ministry of Environment] is not responsible for any delivery problems (delay, loss, delivery to wrong address, etc.) or disadvantages caused by delivery problems.</small>		

**Serial number of Declaration Certificate for Access to Korean Genetic Resources**

## 4. How to report

### 4-3. Report changes in access to Korean genetic resources (Content of changes)

Contents of changes

name of the genetic resource : NA / Scientific name : Rice vinegar samles / common name :NA

Applicant

Before changes

After changes (Tick the box to activate this section) ?

Purpose of access

Commercial  Non-Commercial

Pharmaceutical  Cosmetic

Horticulture  Miscellaneous

Scientific research

Applicant

Before changes

After changes (Tick the box to activate this section) ?

Have Mutually Agreed Terms been concluded? ?

Yes  No

Yes  No

Monetary benefit-sharing

Non-monetary benefit-sharing

Conditions for later use by a third party

Monetary benefit-sharing

Non-monetary benefit-sharing

Conditions for later use by a third party

A copy of the changed mutually agreed terms (\* please submit the file in the PDF or JPG file)

1.jpg [5775 byte]

찾아보기... (Attach the file for the modification process.)

Next page

**1 Enter the following information to report changes:**

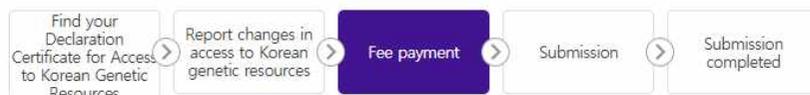
- Access and Utilization of Korean genetic resources
- Contents of Mutually Agreed Terms  
(You cannot edit the "Have Mutually Agreed Terms been concluded?" category field.)

**2 Tick the appropriate boxes and click the "Next page" button.**

You cannot edit the information in the "Before changes" column. Please tick the "After changes" box to report changes.

## 4. How to report

### 4-3. Report changes in access to Korean genetic resources (Fee payment)



#### About the fee payment

Any person intending to report changes in accessing to Korean genetic resources shall pay a fee (KRW 10,000) in accordance with Article 22 of Act on Access to and Utilization of Genetic Resources and Benefit-Sharing, and Article 6 of the Enforcement Rule thereof.

#### Payment of fee

(Online) the official website of Electronic Revenue Stamps ([www.edoc-revenuestamp.or.kr](http://www.edoc-revenuestamp.or.kr))

- Non-member service or Sign-in (via Accredited Certificate, I-Pin) on the website
- Payment methods
  - Account transfer (KB Bank, Shinhan Bank, etc)
  - Credit cards (BC Card, Samsung Card, etc)
- Click the "Administrative fee(행정수수료)" button after you select "Electronic revenue stamp for paper documents"
  - It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp.

[Go to the website of Electronic Revenue Stamps]

[A guide to purchase of electronic revenue stamp]

1 Find post offices in Korea.

2 Payment by presenting your ID card.

Any helps in paying the fee? [gric@korea.kr](mailto:gric@korea.kr)

Attach revenue stamp receipt

파일 선택

3

Next page

- 1 Click the link to the official website of Electronic Revenue Stamps.
- 2 You can refer to "A guide to purchase electronic revenue stamps" (PDF)
- 3 Attach the scanned receipt or documents verify your payment.



The fee is 5,000 KRW. It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp

## 4. How to report

### 4-3. Report changes in access to Korean genetic resources (Submission)

Find your Declaration Certificate for Access to Korean Genetic Resources

Report changes in access to Korean genetic resources

Fee payment

**Submission**

Submission completed

A copy of the changed mutually agreed terms (\* please submit the file in the PDF or .JPG file) 1.jpg [5775 byte]

찾아보기... (Attach the file for the modification process.)

1

About the fee payment

Attach revenue stamp receipt: 찾아보기...

**Submission**

I hereby submit this Application Form for Verifying the Establishment of Mutually Agreed Terms in accordance with Article (4) of the Enforcement Decree of the Act on Access to and Utilization of Genetic Resources and Biological Resources and the Rules thereof.

Nov 12 2019

Applicant min Park sign

2

3

Submit

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.

You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage.

## 4-4. Application to confirm conclusion of Mutually Agreed Terms (Declaration Certificate)

### Application to confirm conclusion of mutually agreed terms

Integrated Reporting Service > Report access to Korean genetic resources > Application to confirm conclusion of mutually agreed terms

Retrieve declaration certificate

If you reported your access to Korean genetic resources online, please enter the serial number of the "Declaration Certificate for Access to Korean Genetic Resource"

  
 **1**

- 1 Find your Declaration Certificate for Access to Korean Genetic resources
- 2 View the status of the issued Certificates
- 3 Apply to confirm MATs

TOTAL 2 (1/1)

No	Receipt (issue) number	Reporter	Reception (issue) agency	Date	State	Hits	etc
2		홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	<input type="button" value="Confirm MAT"/> <b>2</b>
1		홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	<input type="button" value="Confirm MAT"/> <b>3</b>

This page is apply to confirm conclusion of Mutually Agreed Terms so that you receive the Verification Certificate of the Establishment of Mutually Agreed Terms

## 4. How to report

### 4-4. Application to confirm conclusion of Mutually Agreed Terms (Fill in form)

Find your Declaration Certificate for Access to Korean Genetic Resources > **Application to confirm conclusion of Mutually Agreed Terms** > Submission > Submission completed

**Applicant**

Applicant  Individual  Company

Name (Company Representative)		Affiliation (Company Name)	국립생물자원관
Date of birth (Business registration number)	20191130	Phone number	+82-1041531160
Email	hong@mail.com		

**Serial number of Declaration Certificate for Access to Korean Genetic Resources**



**Mutually agreed terms**

Contents of mutually agreed terms

- Monetary benefit-sharing
- Non-monetary benefit-sharing
- Conditions for later use by a third party
- Conditions for changes in use
- Conditions for reporting or information-sharing between provider and user
- Applicable Jurisdiction, governing law, of dispute settlement procedure, and alternative

**1**

**2** Next page

Information on the reporting person written in the original Declaration Certificate

Serial number of Declaration Certificate for Access to Korean Genetic Resources

- 1 Tick the appropriate boxes and upload a copy of Mutually Agreed Terms.
- 2 Click the "Next page" button.

## 4. How to report

### 4-4. Application to confirm conclusion of Mutually Agreed Terms (Submission)

- 1 Review and edit your application before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your application.

You can see the status of your submitted application after you log in and click the "My account" at the top of the homepage .



## 5. My account (My menu)



## 5. My account (My menu)

### 5-1. List of my reports

◆ My account

Report access Report compliance Report changes Confirm MAT

1

Reports

Institution in charge [dropdown] Registration number [input]  
Applicant [input] Status [dropdown]  
QSearch

2

Total contents : 1 / Page : 1/1

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification
1	[barcode]		Korea Research Institute of Bioscience & Biotechnology	2018-08-16	Declaration Certificate issued	View		Certificate issued

3

1

- 
- 1 Click the report you want to check.
  - 2 You can find your reports by entering relevant information in the fields.
  - 3 List of my reports
    - Registration number
    - Reporting person : Name (Company representative)
    - Institution in charge
    - Submission date
    - Status : Draft, Report submitted, Under review, Modification required, Modification completed, Certificate issued, and Rejected, etc.
    - **View : View your reports (applications)**
    - **Modifications : you can modify your report when modification request occurs, or you have not submitted your report (draft)**
    - **Note : Certificates, Print, and other information**

**The original Declaration/Verification Certificate will be sent to the reporting person by post.**

(The printed document does not contain official seal, thereby the document has no legal force. We are not responsible for any illegal uses of the printed document)

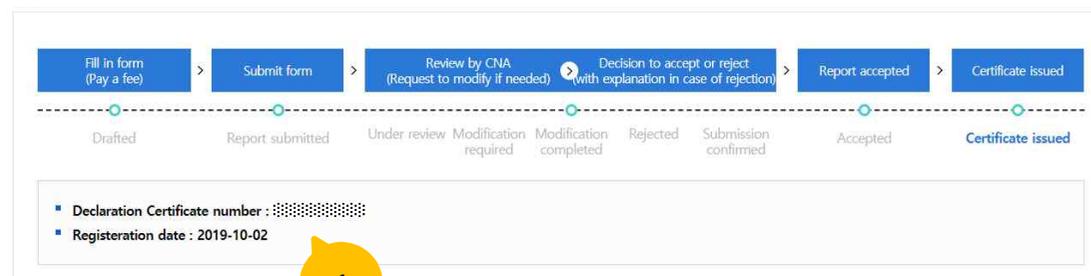


**You can check the status of your reports and print the Declaration Certificate and Verification Certificate for your reference after log in and click "My account" at the top of the homepage.**

## 5. My account (My menu)

### 5-2. Status of my reports

#### Status



▪ Declaration Certificate number : ██████████  
▪ Registration date : 2019-10-02

#### Selection of Competent National Authority

	<input type="radio"/> National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<input type="button" value="Law"/> <input type="button" value="Search"/>
	<input type="radio"/> Rural Development Administration <input type="radio"/> Korea Forest Service <input type="radio"/> Animal and Plant Quarantine Agency	<input checked="" type="radio"/> In accordance with Act on the Preservation, Management and Use of Agro-Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<input type="button" value="Law"/> <input type="button" value="Search"/>
	<input type="radio"/> Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<input type="button" value="Law"/> <input type="button" value="Search"/>



- 1 You can check the status of your reports
- 2 The information of your report

You can edit your reports only when your report is not submitted (draft), or modification request is occurred. ("Edit" button will be activated)



You can check the status of your reports by clicking "View"

## 5. My account (My menu)

### 5-3. Modifying my reports upon request

Total contents : 28 / Page :1/2

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification	Report Withdrawal
24	KR-S1-19-D-1	min sik	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Certificate issued	View	Certificate issued		
23		min sik	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Modification required	View	Edit	Submit modifications	Report Withdrawal

1

3

**Status**

Fill in form (Pay a fee) > Submit form

Drafted > Report submitted

Accepted > Certificate issued

Modification required > Report accepted > Certificate issued

Items to be modified

Reporting person / Provider of genetic resources / Genetic resources and access to and utilization of genetic resources / Reasons for the modification request

보완요청

Date of modification request

2019-10-31

Other

Please make sure you click the "Submit" button on the List page when you finish modification. Even if you save the modification works on this page, the modified report will not be submitted until you click the Submit button.

Registration date : 2019-10-02

Items to be modified : Reporting person /

Reasons for the modification request : 보

Date of modification request : 2019-10-31

Selection of Competent National Au

Ministry of Science and ICT

Korea Research Institute of Bioscience & Biotechnology

Biological research resources pursuant to the Act on the Acquisition, Management, and Utilization of Biological Research Resources

Law

Search

2

- 1 Click the "Edit" button when modification request occurred.
- 2 Pop-up windows will be appear to support your modification works.
- 3 After finish modifications, click the "Submit modifications" button.

Please make sure you click the "Submit modification" button so that your modified report can be reviewed.

Submission Date	Status	View	Note
2018-08-17	Modification completed	View	

"Modification completed" will be appear.



When modification requested, you can see "Modification required" in the status of your reports. Click the "Edit" button to modify your report.

## 5. My account (My menu)

### 5-4. Printing my reports

The screenshot displays a web interface with a list of reports on the right and a detailed view of a report on the left. The list of reports includes columns for 'Institution in charge', 'Submission Date', 'Status', 'View', 'Note', 'Modification', and 'Report Withdrawal'. The detailed view shows a 'Declaration Certificate for Access to Domestic Genetic Resources' form with various fields and a 'Certificate issued' button highlighted with a red box and a yellow callout '1'. A yellow callout '2' points to the bottom of the form, and a yellow callout '3' points to the browser's print icon in the top right corner.

Institution in charge	Submission Date	Status	View	Note	Modification	Report Withdrawal
National Institute of Biological Resources	2019-11-12	Drafted	View	Edit		
National Institute of Biological Resources	2019-11-10	Drafted	View	Edit		
		Report submitted	View			Report Withdrawal
		Report submitted	View			Report Withdrawal
		Certificate issued	View		Certificate issued	
		Modification required	View	Edit	Sub modifications	Report Withdrawal
		Report submitted	View			Report Withdrawal

- 1 Click the "Certificate" button to activate the printing setting.
- 2 Printing settings will appear
- 3 The printing settings can be different depending on internet browsers



You can print your reports and certificates for your reference when such documents have been submitted and **issued**.



# 6. Editing my account



## 6. Editing my account

### 6-1. Editing my profile

The screenshot shows the homepage of the National Institute of Biological Resources ABSCH Genetic Resources Information Center. The top navigation bar includes 'My page', 'Report access to Korean genetic resources', 'Report procedural compliance for foreign genetic resources', 'Report changes in access to Korean genetic resources', and 'Application to confirm conclusion of mutually agreed terms'. The 'My page' button is highlighted with a red box and a yellow callout '1'. The 'Report access to Korean genetic resources' dropdown menu is open, and the 'Manage account' option is highlighted with a red box and a yellow callout '2'. A yellow callout '3' points to the 'Manage account' option. Below the dropdown menu, there are search filters for 'Institution in charge', 'Registration number', 'Applicant', and 'Status'. A 'Search' button is located below the filters. At the bottom, there is a table with columns: No, Registration number, Applicant, Institution in charge, Submission Date, Status, View, Note, Modification, and Report Withdrawal. The table contains two rows of data.

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification	Report Withdrawal
2	██████████	홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Certificate issued		
1	██████████	홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Certificate issued		

- 1 Click the "My page" button at the top of the homepage after you logged in.
- 2 Click "Report access to Korean genetic resources" section.
- 3 Click "Manage account" section.

Once you logged in, click the "My page" at the top of the homepage to edit your profile.

## 6. Editing my account

### 6-1. Editing my profile

National Institute of Biological Resources  
ABSCH Genetic Resources Information Center

ABS in Korea Integrated Reporting Service About us

English

Mypage Manage account

Edit Withdrawal

1

Member Info

Name	Last name	이재호
ID	ljh130	
Password	<input type="password"/>	
Confirm Password	<input type="password"/>	
Country	AFGHANISTAN	

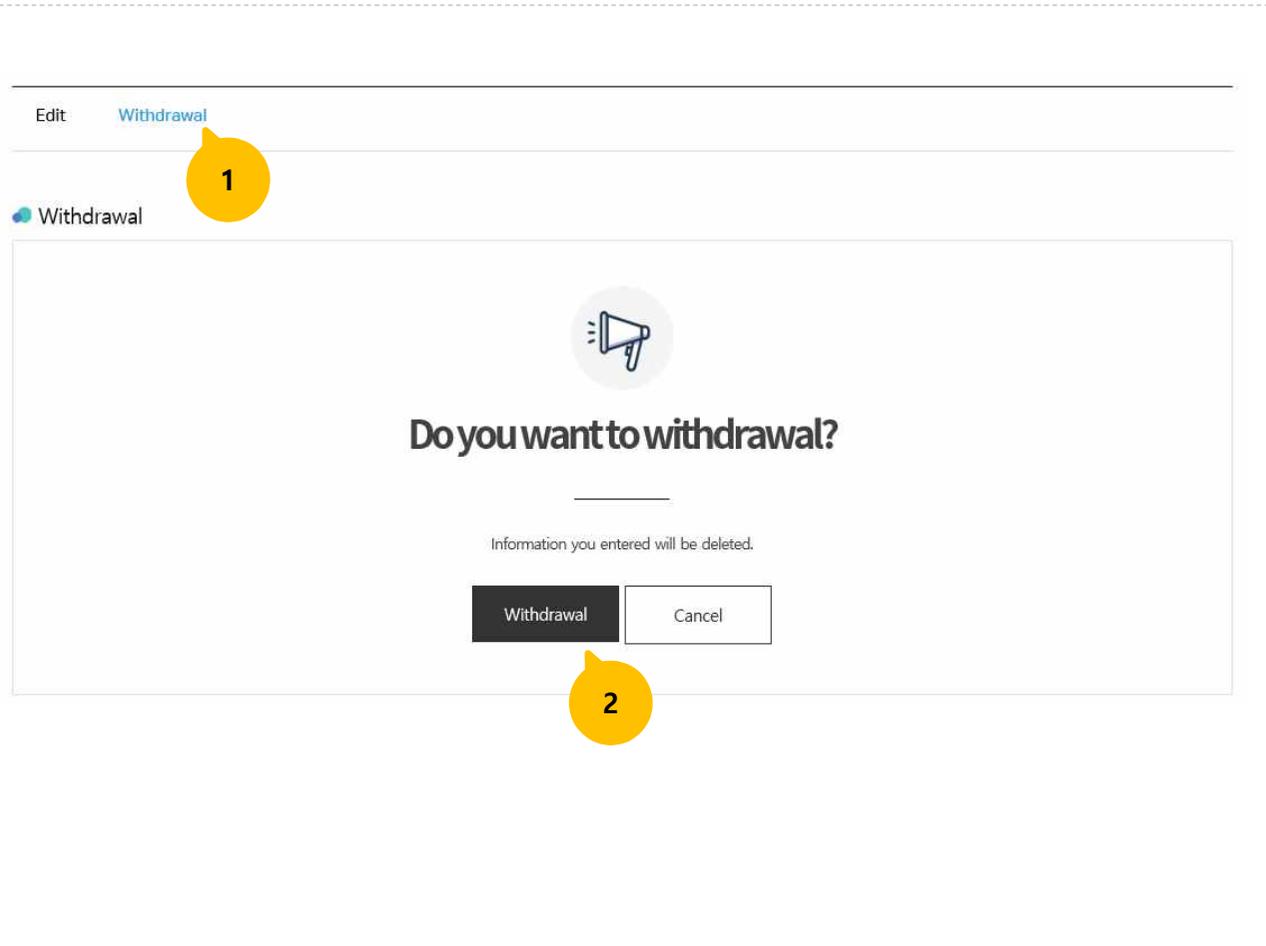
2

3 Edit Cancel

• Password must contain at least 10 characters with a mixture of lowercase characters, numbers, and special characters.

- 1 Click "Edit" section.
- 2 Edit your profile.
- 3 Click the "Edit" button below.

### 6-2. Withdrawal of membership



- 1 Click the "Withdrawal" section.
- 2 Click the "Withdraw" button below

**Once you withdraw, your profile will be deleted and you cannot log in. However the submitted reports and applications will not be removed.** (Take note that once you withdraw your membership, you are no longer able to check the status of your reports).



# Thank you

Questions on Integrated Reporting Service

Please contact : [gric@korea.kr](mailto:gric@korea.kr)

